

Portal Authority Board of Directors

MINUTES

Portal Authority Board of Directors Monthly Meeting

February 3, 2005

1:30 p.m. – 4:00 p.m.

Colorado Department of Labor and Employment

1515 Arapahoe Street, Tower 2

Columbine Conference Room, 4th Floor

Denver, CO

I. Call to Order: 1:35 p.m., Tambor Williams, Secretary

Roll Call

Attendees: Arrowsmith, Cadman, Cooke, Feingold, Jenik, Marroney, Sobanet, Williams, T.

Excused: Davidson, Groff, and Wells

Notes transcribed by Angie Onorofskie, Statewide Internet Portal Authority

II. Approval of January 6, 2005 Minutes, Tambor Williams, Secretary

Secretary Tambor Williams called for a motion to approve the January 6, 2005 Statewide Internet Portal Authority Board of Directors Meeting Minutes.

MOTION - to approve the January 6, 2005 Statewide Internet Portal Authority Board of Directors Meeting Minutes.

Sobanet/Jenik

APPROVED UNANIMOUSLY

Tambor Williams called for a motion to move into Executive Session for the purpose of discussing contract matters.

MOTION - to move into Executive Session for the purpose of discussing contract matters.

Sobanet/Marroney

APPROVED UNANIMOUSLY

III. Executive Session

Notes are private.

Regular meeting resumed at 2:20 p.m.
Introduction of Audience

IV. Report from the Interim CEO, Gregg Rippy

A. RFP Status

Gregg Rippy reported that 14 IV&V proposals were received and reduced to 4 finalists. The 4 finalists completed oral presentations this week. A final recommendation will be made today, and a final contract will be negotiated within 7 days.

B. CIO Working Session Highlights

- i. There were 31 attendees representing agencies, counties and municipalities at the January 20 workshop. The audience remained engaged and positive throughout the session, and they were excited about becoming involved. Five objectives were achieved, although two people felt more work could be done on two objectives.
- ii. Working session objectives:
 1. Develop common understanding of benefits
 2. Provide update of current Portal RFP process
 3. Develop common understanding of CIO input
 4. Capture first-pass functional needs and wants
 5. Identify the preferred mechanism for interaction between CIOs and SIPA
- iii. The group agreed that:
Further definition of the end-user is required. For example, do we include: corporations, out of state corporations and students
- iv. Benefits identified by the group include:
 1. Cost savings on services such as payment engine
 2. Consistent security and related services such as identification management and single sign-on
 3. Easy for citizens to find information and services
- v. Common prioritization considerations identified by the group include:
 1. Early wins
 2. Large citizen appeal, improve citizen convenience
 3. Lower risk
 4. Cost savings
 5. Interactive functionality

C. Critical success factors for the communication plan are:

- i. Appropriate communication to five stakeholder groups:
 1. CIO
 2. Agency, county and municipal leadership
 3. State Executive and legislators
 4. Citizens

5. Integrator and IV&V
- ii. Consistent key messages include:
 1. Authority serves state agencies, counties and municipal organizations
 2. Focus is valued government interactions to citizens of Colorado via the Internet
 3. Provider of services to state agencies, counties and municipal organizations (i.e. hosting, security, identification management)

D. Roadmap

- i. Mid February – Vendors selected and on board
- ii. Late April to early May – Market Analysis completed and presented
- iii. Late June – Possible early win, roll-out

E. Discussion

Jack Arrowsmith suggested that the executive report of the CIO working session be posted to the Portal Authority web site along with a list of attendees.

Action Item: Angie Onorofskie to post the report and list of attendees to the Portal Authority web site

Jack Arrowsmith suggested the possibility of including CIOs via telecommunication in the future. Gregg Rippe responded that this was attempted but unsuccessful for the last working session, but we will try this again in the future.

Jack Arrowsmith reported that Douglas County is in the process of redeveloping their website. He suggested that we should include political aspects such as county commissioners.

Gregg Rippe agreed and called this the non-mandate. We should show these people what we could do to make them look good in front of their citizens, and they in turn will go to the CIOs. We can create demand. This is why we will do the road show with a true concept of what services we can provide.

Gerald Marroney added that it would be helpful to get a quick win from local government rather than just state.

Gregg Rippe also agreed with this and pointed out that we are working on this right now. For example, Mike Locatis has agreed to serve on the Funding Committee, and other CIOs have expressed interest in serving on

committees and subcommittees. There is really no better way to achieve buy-in than to include cities and counties in the process.

Senator May suggested that we get a list of volunteers who can serve as early wins.

V. Committee Reports

A. Legal Committee, Tambor Williams

Tambor Williams introduced Richard Westfall, a partner at Hale-Friesen, LLP as the SIPA legal counsel. Richard Westfall gave a brief background of himself including his involvement with state government. He also mentioned the group of people supporting him including: Scott Gessler, John Anderson and Kent Holsinger.

B. Financial Committee, Henry Sobanet

Henry Sobanet reported that a process has been established for paying bills from the account administered by the Treasurer's Office. January rent has been paid, and February rent and salaries are in the process of being paid.

C. Business Committee, Michael Cooke

Michael Cooke reported that the tasks of website updates and responding to SIPA e-mail have been handed to Angie Onorofskie, Executive Assistant of the Portal Authority. The committee continues to work on the MOU with the Treasurer's Office. Committee members responded with suggestions and changes to the MOU, and they are hopeful to schedule a meeting with committee members and Gregg within the next week to go over the MOU. After this meeting takes place, they will meet with the Treasurer's Office.

D. Personnel Committee, Rep. Cadman

Interim CEO, Gregg Rippy continues to work on the executive search for a permanent Executive Director of SIPA.

MOTION – to add Senator Ron May (former Vice Chair and Chair of Personnel Committee) to the Board of Directors as a non-voting member.

Cadman/Marroney

APPROVED UNANIMOUSLY

VI. Old Business

No discussion.

VII. New Business

A. Establish Negotiating Committee

Gregg Rippy requested the establishment of a subcommittee to handle the upcoming contract negotiations. The following individuals agreed to serve on the subcommittee:

- Gregg Rippy
- Henry Sobanet
- Jeff Wells
- Richard Westfall (legal counsel)
- Non-voting CIO (to be determined)

Negotiations will begin next week, and the committee will bring a recommended contract draft for approval to the next Board meeting.

B. Vice Chair Position

Motion: Michael Cooke made a motion to place Jack Arrowsmith in the vacant Vice Chair position.

Henry Sobanet seconded the motion.

The motion was approved unanimously.

C. IV&V Intent to Award

The Selection Committee recommended the intent to award the IV&V contract to SysTest Labs.

In regards to the planned February 11 intent to award the Integrator contract, Michael Cooke raised a question about the role of the IV&V in this decision.

Gregg Rippy responded that the Selection Committee had at-length discussion, and the IV&V does not have a role in selecting the Integrator. Rather, the IV&V will be involved in the scope of work of the Integrator. Therefore, it is not necessary to have the IV&V under contract before announcing the Integrator intent to award.

Action Item: Negotiation Committee to move forward with negotiating with SysTest Labs and bring a contract draft to the Board for approval.

V. Agenda Items for Next Meeting

- A. Risk mitigation including non-technical risks
- B. Any other agenda items will be delivered to Angie Onorofskie via e-mail

Next meeting is scheduled for:

Thursday, February 10, 2005 from 12:00 p.m. to 1:30 p.m.

Action Item: Michael Cooke to find a location closer to the capital, and Angie will communicate this to the Board.

VII. Adjournment

Secretary Tambor Williams called for a motion to adjourn the February 3, 2005 meeting of the Statewide Internet Portal Authority Board of Directors.

MOTION - to adjourn the February 3, 2005 meeting of the Statewide Internet Portal Authority Board of Directors.

Sobanet/Jenik

APPROVED UNANIMOUSLY

The meeting adjourned at 3:05 p.m.